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Approved For Release 2001/03/03 : CIA-RDP78-07317A000100180009-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : CIA Records Administration Officer

DATE:

17 AUG 1962

FROM : Logistics' Area Records Officer

SUBJECT: Logistics Records Schedules

1. Several items listed on Logistics' Records Schedules do not have specified retention periods, although provision for retirement to the Records Center was made.

2. Certain of these items have been discussed with the operating component concerned and a definite retention period established. The following changes are recommended for your approval:

Schedule No. 34-60-B

Item 1. Security Classified
Contract Files

Disposition Instructions

Temporary. Files may be destroyed two years after company is no longer in business. Files may be retired to Records Center if company is inactive, destroy after three years.

Schedule No. 34-56-E

Item 10. Accounting for Safehouses

Disposition Instructions

Temporary. Retire one year after audit is completed, destroy after five years.
(GRS 15 - Item 2)

3. If any additional information is required please contact the undersigned on extension 2461.

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APPROV

Chief, Records Management Staff

Distribution:

- Orig & 1 - Addressee
- 1 - Records Center
- 1 - RE&C
- 1 - SS
- 1 - OL/File

* Copied from R+R sheet:
"1. Telecoord w/ Chief, Audit
Staff (Mr. [redacted] 8/17/62
UL 2784B")

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